



JOB DESCRIPTION

Title: **POLICE COMPUTER SYSTEMS SPECIALIST**
Department: Administrative and Development Services
Class Code: 3230
FLSA Status: Non-Exempt
Effective Date: August 15, 1998 (Rev 10/2012)
Grade: 20

GENERAL PURPOSE

Under the general supervision of the Network Administrator, supports the Police Department in coordination with the Deputy Police Chief. Provides systems support in computer hardware, software and police systems. Also provides problem solving and training for end users with the Spillman system and ensures systems efficiency and integrity.

EXAMPLE OF DUTIES

- *-- Provides systems administration for the various Police Department computer resources including Spillman, RMS and patrol laptop program. Ensures data integrity for conversion and implementation of new system as related to the Police department and link-ups with other systems and locations.
- *-- Sets up police laptops to interface with Spillman and intranet servers; performs general police laptop maintenance. Works with the IT Division in networking any new equipment to servers or wireless networks; All networked PC's within the Police Department are the responsibility of the IT Division. Coordinates any software updates to desktops with IT staff.
- *-- Works with IT to recommend purchases of hardware and software needed to operate systems within the Police Department.
- *-- Runs analysis reports from the Spillman server and other systems when requested. Facilitates the exchange of database information with crime mapping and other related analytical software packages.
- *-- Coordinates departmental GIS needs with other city-wide GIS personnel including attending GIS coordination meetings; recommends additional tools, training and programs to increase efficiency.

- *-- Builds and maintains crime trend and analysis data bases utilizing a number of software programs and technologies and facilitates the exchange of database information with crime mapping and other related analytical software packages. Creates timelines, flow charts and link analysis to assist in solving investigations or to assist in analyzing intelligence information.
- *-- Researches criminal data in response to internal and external information requests; responds to information requests in accordance with applicable laws, rules, and regulations; maintains a record of information disseminated for tracking purposes; enters crime analysis information into a variety of systems and databases; utilizes software programs and databases and recommends design changes to the intelligence information database as needed; coordinates departmental GIS needs with other city-wide GIS personnel including attending GIS coordination meetings; recommends additional tools, training and programs to increase efficiency.
- *-- Works with the IT staff in developing and coordinating with the Network Administrator in maintaining an effective and efficient partnership related to all aspects of software/hardware acquisition and interface, design/development, upgrades and systems maintenance.
- *-- Attends some public safety meetings in conjunction with Spillman systems.
- *-- Works with the Deputy Police Chief to ensure department's network and personnel are in compliance with all applicable laws, rules, regulations, policies and procedures. Assists in the writing and coordination of grants for the Police Department.
- *-- Collects, prepares and transmits departmental statistical data to the State of Utah Bureau of Criminal Investigations (BCI) and NIBRS each month.
- *-- Provides technical support for the Spillman system by installing and applying update patches as needed. Installs and supports in-car video, digital recorders, cameras, air cards, cell phones, City doors, and City video surveillance systems.
- *-- Coordinates technology issues with the IT Division. Evaluates and recommends communication interface within various systems.
- *-- Trains users and other peers in use of appropriate police application programs and systems providing ongoing technical support to ensure users maintain appropriate skills.
- *-- Proficient in working at a high level on Police Department GEO base application, working in cooperation with City and 911 GEO base compatibility, interfacing compatibility with IT Division.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Associates degree from an accredited college or university in criminology, statistics, computer science, information systems, three (3) years of PC operating systems environment, i.e. UNIX, Windows, OR any equivalent combination of education and experience.

Special Requirements

- Extensive knowledge of records hardware and software laptops and communications systems applications and equipment preferred.
- Working knowledge of Spillman police reporting system highly desired.

Necessary Knowledge, Skills and Abilities

- Proficiency in UNIX administration, GIS utilities and mapping; Working knowledge of Microsoft desktop products, Office Suites and Microsoft 2003 and 2008 Servers.
- Proficiency in system analysis and implementation and knowledge of documentation requirements and skill in technical writing.
- Competence in performing duties with speed and accuracy; to organize assigned work and develop effective work methods.
- Ability to develop and maintain an effective working relationship with co-workers in the IT and Police department. This position will also work with different city departments as well as the public.
- Ability to practice independent judgment while performing analysis and in making determinations.
- Ability to work in coordination with criminal investigators in sophisticated technological, white collar and computer crime investigations.
- Ability to access police intelligence data banks such as RMIN, ULEIN for analysis of criminal intelligence files.
- Ability to work with and understand Windows, PERL programming language and other operating systems.
- Ability to work with query report writer systems and knowledge of writing queries from reporting systems.

- Ability to design and implement jobs; ability to implement and maintain various modules of police systems software, ability to recognize, analyze and solve program and procedural problems.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; mainframe computer system, records computer server, intranet server; phone, fax machine, copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.